

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO : 27-75

5 November 1975

TO : All Agency Training Officers

SUBJECT: Agency Sponsorship at Local Colleges and
Universities: 1976 Spring Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1976 Spring Semester must have approval by the Office of Training prior to registration. Those who desire a tuition advance should comply with the following schedule.

19 December 1975, Friday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, Room 936, Chamber of Commerce Building. Employees whose requests are received after 19 December will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement. Reimbursements must be approved and certified by the Office of Training.

9 January 1976, Friday: Tuition advances will be disbursed in Room 1A-07 Headquarters between 1330 and 1500 hours. There will be no individual tuition advances issued after this date for part-time academic training except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursement basis. Accounting instructions will be given at that time.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of State.

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Questions on this may be directed to OTR's Registration Group, extension

NOTE: Requests for courses at colleges with registration dates prior to 9 January 1976 will be handled separately.

This schedule does not apply to the Agency Off-Campus Program.

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1976 Spring Semester

SCHEDULE--WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	15-17 Jan	19 Jan
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	10 Jan	12 Jan
<u>Federal City College</u>	19-23 Jan	26 Jan
<u>George Mason University</u>	13-15 Jan	19 Jan
<u>George Washington University</u>	15-17 Jan	19 Jan
Off-Campus (Consult Off-Campus Schedule)	2-14 Jan	
<u>Georgetown University</u>	12-13 Jan	14 Jan
<u>Howard University</u>	8-9 Jan	12 Jan
<u>Montgomery College</u>	13-15 Jan	19 Jan
<u>Northern Virginia Community College</u>	2-3 Jan	5 Jan
<u>Prince George's Community College</u>	12 Jan	17 Jan
<u>University of Maryland</u>	12-13 Jan	14 Jan
University College	7-13 Jan	19 Jan
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center	7-21 Jan	26 Jan
Agency Off-Campus Program	6 Jan	26 Jan
<u>U.S.D.A. Graduate School</u>	3-9 Jan	10 Jan

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